



# Schedule C

Attach to Form RMFT-5 or Form RMFT-5-US

## MFT, UST, and EIF Sales and Transfers of Gasoline Products Delivered to Points Outside of Illinois

### Step 1: Complete the following information

Company name \_\_\_\_\_

Your license number \_\_\_\_\_

Name of state into which shipments were made \_\_\_\_\_

Reporting period \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Year

### Step 2: Report your exported gallons

	1 Invoice date (month, day, year)	2 Invoice number	3 Name of carrier	4 Bill of lading or manifest number	5 Name of purchaser	6 Origin (Illinois cities only)	7 Destination (city and state)	8 Invoiced gallons
1	--/--/----							
2	--/--/----							
3	--/--/----							
4	--/--/----							
5	--/--/----							
6	--/--/----							
7	--/--/----							
8	--/--/----							
9	--/--/----							
10	--/--/----							

11 Add the invoiced gallons in Column 8, Lines 1 through 10. Write the total amount here. 11 \_\_\_\_\_

12 If you are filing only one Schedule C, write the amount from Line 11 here and on Forms RMFT-5 and RMFT-5-US, Line 7, Column 1. 12 \_\_\_\_\_  
If you are filing more than one Schedule C, add Line 11 from each schedule, and write the total on Line 12 of the last page.  
Also write this amount on Forms RMFT-5 and RMFT-5-US, Line 7, Column 1.

## General Instructions

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### **This schedule is used for reporting the following taxes:**

- Motor Fuel Tax (MFT)
- Underground Storage Tank Tax (UST)
- Environmental Impact Fee (EIF)

### **Which gasoline products must be reported on this schedule?**

The gasoline products that must be reported on this schedule are all products commonly or commercially known or sold as gasoline (including casing-head and absorption or natural gasoline), gasohol, motor benzol, or motor benzene, regardless of their classification or use.

### **When do I file this schedule?**

You must file Schedule C in duplicate with Form RMFT-5 or, if you are not a licensed distributor, with Form RMFT-5-US.

### **What records must I keep?**

You are required by law to keep books and records showing all purchases, receipts, losses through any cause, sales, distributions, and use of fuels.

### **What if I need additional assistance?**

If you have questions about this schedule, write to us at Motor Fuel Tax, Illinois Department of Revenue, P.O. Box 19477, Springfield, Illinois 62794-9477, or call our Springfield office weekdays between 8 a.m. and 4:30 p.m. at 217 782-2291.

## Step-by-Step Instructions

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### **Step 1: Complete the following information**

Write your company name, your license number, the state into which you made fuel sales or transfers, and the period for which you are reporting. You must prepare a separate schedule for each state.

### **Step 2: Report your exported gallons**

#### **Lines 1 through 10 —**

**Column 1** - Write the month, day, and year of the invoice.

**Column 2** - Write the invoice number.

**Column 3** - Write the carrier's complete business name.

**Column 4** - Write the bill of lading or manifest number.

**Column 5** - Write the purchaser's complete name.

**Column 6** - Write the name of the Illinois city from which the gasoline product originated.

**Column 7** - Write the name of the city and state (using the two-character U.S. Post Office abbreviation) to which the gasoline product was delivered.

**Column 8** - Write the number of invoiced gallons.

**Line 11** - Add the invoiced gallons reported in Column 8, Lines 1 through 10.

**Line 12** - If you are filing only one Schedule C, write the amount from Line 11 on Line 12 and on Forms RMFT-5 and RMFT-5-US, Line 7, Column 1. If you are filing more than one Schedule C, add Line 11 from each schedule, and write the total on Line 12 of the last page. Also write this amount on Forms RMFT-5 and RMFT-5-US, Line 7, Column 1.

